

Board of Education Memo #105-08-09

TO: Members, Harrison County Board of Education  
FROM: Susan Lee Collins, Superintendent  
SUBJECT: Personnel Matters

Attached are the personnel recommendations for Professional and Service Personnel for the meeting October 21, 2008.

I respectfully request your approval of these recommendations.

SLC/pb

Board of Education Memo #105-2

October 21, 2008

I. PROFESSIONAL RECOMMENDATIONS:

A. Resignations:

Substitute Teacher, RESA,  
effective October 7, 2008

Teacher, Alternative Learning  
Center, effective October 17,  
2008

B. Employments:

Substitute Teacher

Substitute Teacher

Substitute Teacher, RESA

C. Request for Leave:

Math Teacher, Bridgeport High  
School, requests maternity  
leave, effective approximately  
November 2, 2008 and continue for  
six to eight weeks or until  
released by physician

Board of Education Memo #105-3

October 21, 2008

II. SERVICE PERSONNEL RECOMMENDATIONS:

A. Retirements

Carpenter II, Maintenance  
Department, effective January 1  
2009

Custodian III, Wilsonburg  
Elementary School, effective  
January 1, 2009

Supervisory Special Education  
Aide III, Lincoln High School,  
effective January 1, 2009

B. Resignations

Substitute LPN/Aide, effective  
October 14, 2008  
Substitute Bus Operator,  
Effective October 6, 2008

C. Employments:

Substitute Custodian

Substitute Custodian

Substitute Custodian

Substitute Custodian

Substitute Custodian

Substitute Custodian

Substitute Custodian

Substitute Carpenter II,  
effective January 2, 2009

D. Transfer and Assign:

School Bus Operator, 200 day  
Employment, Transportation  
Department, to Electrician II,  
full-time, 250 day employment  
term, Maintenance Department,  
effective October 27, 2008

Board of Education Memo #105-4

October 21, 2008

E. Temporary Transfer and Assign:

From HVAC II, 250 day employment  
term to temporary assignment,  
HVAC II, 261 day employment  
term, Maintenance Department,  
effective October 27, 2008 and

continuing until the return of the regular employee.

F. Permission to Reclassify:

From Aide LPN, Nutter Fort Primary to Supervisory Aide LPN, Nutter Fort Primary, effective October 26, 2008

G. Request for Leave:

Custodian III, Bridgeport Middle School, request for jury duty, effective November 3, 2008 and continue as needed for approximately four weeks, Bridgeport Middle

Bus Monitor Aide, Transportation Department, request leave for medical reasons, effective November 4, 2008 and estimated to return to work January 2, 2009

III. EXTRA CURRICULAR RECOMMENDATIONS:

A. Employments:

Head Swim Coach, Liberty High School, for a maximum of 210 hours, effective for the 2008-09 school term, pending WVSSAC Certification Requirements

National Honor Society Advisor, Liberty High, effective October 22, 2008

Student Council Advisor, Liberty High School, effective October 22, 2008

Team Leader, Pressley Ridge School, effective October 22, 2008

Board of Education Memo #105-5

October 21, 2008

Student Council Advisor, Mountaineer Middle School, effective October 22, 2008

School Webmaster, Washington Irving Middle School, effective October 22, 2008

Student Council Advisor, Washington Irving Middle School, effective October 22, 2008

Wellness Facilitator, Washington Irving Middle School, effective October 22, 2008 through June 9, 2009

Lunch Duty 30 Minutes Nutter Fort Primary, effective October 22, 2008

Wellness Facilitator, Nutter Fort Primary School, effective October 22, 2008 through June 9, 2009

Wellness Facilitator, Liberty High School, effective October 22, 2008 through June 9, 2009

Wellness Facilitator, Pressley Ridge School, effective October 22, 2008 through June 9, 2009

Wellness Facilitator, Alternative Learning Center, effective October 22, 2008 through June 9, 2009

Lunch Duty, 30 minutes, North View Elementary School, effective October 22, 2008

Wellness Facilitator, North View Elementary School, effective October 22, 2008 through June 9, 2009

Lunch Duty, 30 minutes, Simpson Elementary School, effective October 22, 2008

Wellness Facilitator, Wilsonburg Elementary School, effective October 22, 2008 through June 9, 2009

Board of Education Memo #105-6

October 21, 2008

First/Second Grade Teacher, North View Extended Day Program, Monday through Thursday, 7:10 a.m. to 7:40 a.m., 96 hours maximum, effective October 13, 2008 through May 7, 2009

Coordinator, Nutter Fort Intermediate, Project H.E.L.P., After School Program, Monday through Thursday, 2:50 p.m. to 4:30 p.m., 150 maximum hours, effective September 17, 2008 through May 7, 2009

Elementary Teacher, Nutter Fort Intermediate, Project H.E.L.P. After School Program, Monday through Thursday, 2:50 p.m. to 4:30 p.m., 150 hours maximum, September 17, 2008 through May 7, 2009.

Elementary Teacher, Nutter Fort Intermediate, Project H.E.L.P. After School Program, Monday through Thursday, 2:50 p.m. to 4:30 p.m., 150 hours maximum, September 17, 2008 through May 7, 2009.

Elementary Teacher, Nutter Fort Intermediate, Project H.E.L.P. After School Program, Monday through Thursday, 2:50 p.m. to 4:30 p.m., 150 hours maximum, September 17, 2008 through May 7, 2009.

Elementary Teacher, Nutter Fort Intermediate, Project H.E.L.P. After School Program, Monday through Thursday, 2:50 p.m. to 4:30 p.m., 150 hours maximum, September 17, 2008 through May 7, 2009.

Substitute Teacher, Nutter Fort Intermediate, Project H.E.L.P. After School Program, Monday through Thursday, 2:50 p.m. to 4:30 p.m., as needed, not to exceed 60 hours, effective September 17, 2008 through May 7, 2009.

Board of Education Memo #105-7

October 21, 2008

Music Teacher, Nutter Fort Primary Extended Day P.R.O.M.I.S.E. Program 2:50 p.m. to 4:40 p.m. Monday through Thursday, effective September 23, 2008 and ending on or before May 30, 2009

Program Administrator/Computer Teacher, Nutter Fort Primary Extended Day P.R.O.M.I.S.E. Program 2:50 p.m. to 4:50 p.m. Monday through Thursday, effective September 23, 2008 and ending on or before May 30, 2009

Elementary K-6/Computer Teacher Nutter Fort Primary, Extended Day P.R.O.M.I.S.E. Program, 2:50 p.m.

to 4:50 p.m. Monday through Thursday, effective September 23, 2008 and ending on or before May 30, 2009

Program Administrator, Nutter Fort Primary, Extended Day Learning Corner P.R.O.M.I.S.E. Program 4:50 p.m. to 5:50 p.m. 135 hours maximum, effective September 23, 2008 and ending on or before May 30, 2009

Elementary Teacher, Nutter Fort Primary, Extended Day Learning Corner, P.R.O.M.I.S.E. Program 2:50 p.m. to 4:50 p.m. Monday through Thursday, 238 hours maximum, effective September 23, 2008 and ending on or before May 30, 2009

Elementary Teacher, Nutter Fort Primary, Extended Day Learning Corner, P.R.O.M.I.S.E. Program 2:50 p.m. to 4:50 p.m. Monday through Thursday, 238 hours maximum, effective September 23, 2008 and ending on or before May 30, 2009

Board of Education Memo #105-8

October 21, 2008

Elementary Teacher, Nutter Fort Primary, Extended Day Learning Corner, P.R.O.M.I.S.E. Program 2:50 p.m. to 4:50 p.m. Monday through Thursday, 238 hours maximum, effective September 23, 2008 and ending on or before May 30, 2009

Special Education Aide, bus duty, Bridgeport Middle, Sixty (60) minutes per day, as needed, 7:15 a.m. to 7:30 a.m. and 2 p.m. to 2:45 p.m. schedule subject to change, effective August 27, 2008 through June 8, 2009

Special Education Aide, academic duty, South Harrison High thirty (30) minutes per day, as needed, 7:30 a.m. to

8:00 a.m. schedule subject to change, effective August 26, 2008 through June 9, 2009

Special Education Aide, bus duty, Washington Irving Middle, thirty (30) minutes per day, as needed, 7:30 a.m. to 8 a.m., schedule subject to change, effective August 26, 2008 through June 2, 2009

Special Education Aide/Interpreter, Bus/academic duty, Washington Irving Middle, one hundred ten (110) minutes per day, as needed, 7 a.m. to 8 a.m. and 2:30 p.m. to 3:20 p.m., schedule subject to change, effective August 26, 2008 through June 9, 2009

Special Education Aide, bus duty Washington Irving Middle, Ninety (90) minutes per day, as needed, 7:30 to 8 a.m. and 2:30 p.m. to 3:30 p.m., schedule subject to change, effective August 26, 2008 through June 2, 2009

Board of Education Memo #105-9

October 21, 2008

Special Education Aide, bus duty, South Harrison Middle, one hundred thirty-five (135) minutes per day, as needed, 6:45 a.m. to 8 a.m. and 2:30 p.m. to 3:30 p.m., schedule subject to change, effective August 26, 2008 through June 8, 2009

Special Education Aide, bus duty, Big Elm Elementary, fifteen (15) minutes per day, as needed, 7:45 a.m. to 8 a.m., schedule subject to change, effective August 26, 2008 through June 9, 2009

Special Education Aide, bus duty, Big Elm Elementary, one hundred ten (110) minutes per day, as needed, 7 a.m. to 8:15 a.m., and 2:45 p.m. to 3:20 p.m. schedule subject to change, effective August 26, 2008 through June 9, 2009

Special Education Aide, breakfast/bus duty, Big Elm

Elementary, one hundred ten (110) minutes per day, 7 a.m. to 8 a.m. and 2:30 p.m. to 3:20 p.m., schedule subject to change, effective August 26, 2008 through June 9 2009

Special Education Aide, breakfast duty, Johnson Elementary, forty-five (45) minutes per day, as needed, 7:15 a.m. to 8 a.m., schedule subject to change, effective August 26, 2008 through June 8, 2009

Special Education Aide, bus duty, Salem Elementary, eighty (80) minutes per day, as needed, 6:40 a.m. to 8 a.m., schedule subject to change, effective August 26, 2008 through June 9, 2009

Special Education Aide, bus duty, West Milford Elementary, twenty (20) minutes per day, as needed, 7:40 a.m. to 8 a.m., schedule subject to change, effective August 26, 2008 through June 2, 2009

Board of Education Memo #105-10

October 21, 2008

Special Education Aide/  
Interpreter, academic duty,  
Bridgeport High School sixty  
(60) minutes per day, as needed,  
2 p.m. to 3 p.m., schedule  
subject to change, effective  
August 26, 2008 through June 10,  
2009

Special Education Aide/  
Interpreter, academic duty,  
Bridgeport High School sixty  
(60) minutes per day, as needed,  
2 p.m. to 3 p.m., schedule  
subject to change, effective  
August 26, 2008 through June 10,  
2009

Special Education Aide, academic  
duty, Bridgeport High, sixty (60)  
minutes per day, as needed, 2  
p.m. to 3 p.m., schedule subject  
to change, effective August 26,  
2008 through June 10, 2009

Special Education/Autism Mentor,  
academic duty, Bridgeport High,  
sixty (60) minutes per day, as  
needed, 2 pm. to 3 p.m., schedule  
subject to change, effective  
August 26, 2008 through June 10,

2009

Special Education/Autism Mentor, academic duty, Bridgeport High, sixty (60) minutes per day, as needed, 2 pm. to 3 p.m., schedule subject to change, effective August 26, 2008 through June 10, 2009

Special Education Aide/Autism Mentor, academic duty, Bridgeport High, thirty (30) minutes per day, as needed 10:45 a.m. to 11:15 a.m., schedule subject to change, effective August 26, 2008 through June 10, 2009

Special Education Aide, academic duty, Bridgeport High, ninety (90) minutes per day, as needed 7 a.m. to 7:30 a.m. and 2 p.m. to 3 p.m., schedule subject to change, effective August 26, 2008 through June 10, 2009

Board of Education Memo #105-11

October 21, 2008

Special Education Aide, bus duty, Lincoln High, eighty (80) minutes per day, as needed, 7 a.m. to 8 a.m. and 2:30 p.m. to 2:50 p.m., schedule subject to change, effective August 26, 2008 through June 8, 2009

Special Education Aide/Autism Mentor, academic duty, Lincoln High, sixty (60) minutes per day, as needed, 7:30 a.m. to 8 a.m. and 2:30 p.m. to 3 p.m., schedule subject to change, effective August 26, 2008 through June 8, 2009

Special Education Aide/Interpreter, academic duty, Lincoln High, sixty (60) minutes per day, as needed, 7:30 a.m. to 8 a.m. and 2:30 p.m. to 3 p.m., schedule subject to change, effective August 26, 2008 through June 8, 2009

Paraprofessional, South Harrison High, sixty (60) minutes per day, as needed, to supervise special needs and distance learning students and thirty (30) minutes as needed for clerical duties related to distance learning, schedule subject to change, effective August 26, 2008

through June 9, 2009

Bus Operator, two hour run, as needed, Transportation Department, for a mid-morning to transport various students to and from various Harrison County schools or other specified locations, designation will be Bus #1, effective October 27, 2009

Bus Monitor Aide, two hour run, as needed, Transportation Department, for a mid-morning to transport various students to and from various Harrison County schools or other specified locations, designation will be Bus #1, effective October 27 2009

Board of Education Memo #105-12

October 21, 2008

Bus Operator, two hour run, as needed, Transportation Department, for mid-morning to transport various students to and from various Harrison County schools or other specified locations, designation will be Bus #2, effective October 27, 2009

Bus Monitor Aide, two hour run, as needed, Transportation Department, for a mid-morning to transport various students to and various Harrison County schools or other specified locations, designation will be Bus #2, effective October 27, 2009

Bus Operator, Gifted Run, two hour supplemental run, as needed, Transportation Department, to transport gifted students from Johnson Elementary School to Adamston Elementary, Monday only, effective October 27, 2009

Bus Monitor Aide, Gifted Run, two hour supplemental run, as needed, Transportation Department, to transport gifted students from Johnson Elementary School to Adamston Elementary, Monday only, effective October 27, 2009

Bus Operator, Project ISAAC, Special Needs run, two hour supplemental run, as needed, Transportation Department, Nutter

Fort Elementary to various locations in Harrison County, starting at 4:45 p.m. effective September 15, 2008 through May 14, 2009

Bus Monitor Aide, Project ISAAC, Special Needs run, two hour supplemental run, as needed, Transportation Department, Nutter Fort Elementary to various locations in Harrison County starting 4:45 p.m. effective September 15, 2008 through May 14, 2009

Board of Education Memo #105-13

October 21, 2008

Head Girls Track Coach, South Harrison High, effective 2008-2009 school year

Lunch Duty, 30 minutes, Big Elm Elementary, effective October 22, 2008

Staff Development Contact Person Central Office based, effective October 22, 2008

Bus Operator, Nutter Fort Elementary Project ISAAC, two hour supplemental run, Transportation Department, to start at 4:45 p.m. effective September 15, 2008 through May 14, 2009

B. Resignations

Elementary School Choir Director Wilsonburg Elementary and North View Elementary and Elementary Play Sponsor Wilsonburg Elementary and North View Elementary, effective October 2, 2008

Assistant Girls Basketball Coach, Washington Irving Middle School, effective October 6, 2008

Lunch duty, Big Elm Elementary School, effective October 9, 2008

Assistant Swim Team Coach, Bridgeport High School, effective October 9, 2008

Cheerleader Coach, Washington

Irving Middle School, effective  
October 3, 2008

Head Volleyball Coach,  
Bridgeport High School, effective  
October 7, 2008

Board of Education Memo #105-14

October 21, 2008

C. Permission to Create:

2.0 Teachers

WESTEST Prep after school program  
2:45 p.m. to 4:45 p.m. Lost Creek  
Elementary School, maximum of 2  
hours per day for 10 days,  
effective March 4 - May 13, 2009  
Elementary certification  
required

D. Permission to Compensate:

Interpreter Aide, 2 hours  
Nutter Fort Primary School

Bus Duty, 20 minutes, West  
Milford Elementary School

Substitute Aide, 3 hours and  
45 Minutes, Lumberport Middle  
School

Braille Aide, one half hour,  
Lincoln High School

Substitute Aide, Lunch Duty 1  
hour overtime, Nutter Fort  
Intermediate School

Substitute Aide, 2 hours and  
40 minutes, Nutter Fort Primary  
School

Substitute Aide, 1 hour and 45  
minutes, Big Elm Elementary  
School

Substitute Aide, Autism/Braille,  
30 minutes Bridgeport High  
School

Lunch Duty 7 days at 45 minutes  
each and 7 days at 30 minutes  
each

Substitute Interpreter Aide,  
14 hours, Bridgeport High School

Substitute Bus Duty: October 1,  
1 hour and 15 minutes, October 2,  
1 hour and 15 minutes, October  
3, 1 hour and 15 minutes,  
September 26, 30 minutes,  
Lincoln High School

Substitute Bus Duty 1 Hour and 15  
minutes, Lincoln High School

Board of Education Memo #105-15

October 21, 2008

Lunch Duty 30 minutes per day for  
three days, Salem Elementary  
School

Lunch Duty, 30 minutes, Salem  
Elementary School

IV. LEGAL:

- A. 3303-D-052-08, Superintendent to recommend approval of student disposition (see file)

V. OTHER:

- A. Parent Volunteers, Drivers, and Chaperones (see attached)